

**GEORGIA DEPARTMENT OF MEDICAL ASSISTANCE  
SKILLED PROFESSIONAL MEDICAL PERSONNEL**

July 1, 1991

**OPERATIONS**

**PLANNING & COORDINATION**

R.N.

Medicaid Policy Coordinator.  
Responsible for assuring that  
the policy used in any of the  
program areas reflects current  
medical and health standards and  
conforms to the Department's total  
quality management plan.

**DIVISION OF PROFESSIONAL SERVICES**

**PHARMACY UNIT**

R. Ph.

Medicaid Policy Coordinator.  
Oversees operation of pharmacy,  
drug formulary, drug utilization  
review program, drug rebate program  
and pharmacy investigative functions.

R.Ph.

Pharmacist. Reviews complex pharmacy  
billing, reviews medical records  
documentation and assesses medical  
necessity and quality of care  
of services provided in all Medicaid  
program areas related to pharmacy.

R.Ph.

Pharmacist. Maintains drug formulary.  
Issues approval/denial for drugs  
not on formulary.

Physician

Consultant. Reviews administration  
of Clozapine.

Support:

2 Administrative Clerks  
Senior Secretary

TRANSMITTAL 91-28  
APPROVED 10-3-91  
EFFECTIVE 7-1-91  
SUPERSEDES 90-22

INDIVIDUAL PRACTITIONER'S SECTION

R.N.	Medicaid Program Analyst III. Establishes policy and medical coverage determinations for physician, podiatry, nurse practitioner, and vision care programs. Determines computer modifications necessary to implement changes in policies and assure compliance with federal regulations. Supervises MPA II's in physician services unit.
R.N.	Medicaid Program Analyst II. Monitors compliance for physician, podiatry and nurse practitioner programs. Monitors precertification for individual practitioners and reviews the appeals using medical judgement. Performs provider relations, medical liaison and review functions for physician services.
R.N.	Medicaid Program Analyst II. Monitors compliance for vision care services. Performs medical liaison and reviews functions for physician services programs. Reviews and determines Maximum Allowable Payment Schedules and Allowances for Injectable Drug List. Performs prior approval for office surgery, office visits, nursing home visits, and vision care services. Performs prepayment review for multiple surgeries, mandatory outpatient surgery abortions, sterilizations and for providers on prepayment review.
Dentists	5 Consultants. Issues prior approval for dental services.
Physician	Consultant.

TRANSMITTAL 91-32  
APPROVED 11-20-91  
EFFECTIVE 11-1-91  
SUPERSEDES 91-28

Podiatrist

Consultant.

Optometrist

Consultant.

Support:

2 Administrative Clerks  
Principal Clerk

DIVISION OF MATERNAL AND CHILD HEALTH

DIRECTOR'S OFFICE

R.N.

Division Director. Oversees operation  
of all service programs.

Support:

Administrative Secretary.

MATERNAL AND CHILD HEALTH SECTION:

R.N.

Medicaid Policy Coordinator.  
Oversees operation of EPSDT, Family  
Planning, Perinatal Case Management,  
Pregnancy-Related Services, Early  
Intervention Case Management Program,  
Educational Initiative, Day Treatment  
for Pregnant Women.

R.N.

2 Medicaid Program Analysts II.  
Establish policy, monitor compliance,  
recruit and train providers for  
EPSDT, Perinatal Case Management,  
Family Planning, Pregnancy-Related  
Services, Day Treatment for Substance  
Abusing Pregnant Women.

Support:

Administrative Clerk

DIVISION OF COMMUNITY SERVICES

DIRECTOR'S OFFICE

R.N.

Division Director. Oversees operation  
of all service programs.

Support:

Administrative Secretary. Serves  
as secretary and assistant to  
the Division Director in the daily  
technical management of the Division.

TRANSMITTAL 91-28  
APPROVED 10-3-91  
EFFECTIVE 7-1-91  
SUPERSEDES 90-22

COMMUNITY SERVICES SECTION

R.N. Medicaid Policy Coordinator.  
Oversees the operation of home health, durable medical equipment, orthotics & prosthetics, emergency and non-emergency transportation and mental health clinic programs.

R.N. Medicaid Program Analyst III.  
Establishes policy, monitors compliance, and provides liaison for home health services. Also, supervises the Utilization Review staff who have responsibility for performing on-site reviews for the Home Health Services Program.

R.N. Medicaid Program Analyst II.  
Establishes policy, issues prior approvals and monitors compliance for Durable Medical Equipment and Orthotics & Prosthetics services.

R.N. (UR) Medicaid Program Analyst II.  
Performs utilization review for Home Health services. Reviews patient records and performs in-home assessments for compliance with state and federal regulations as well as for quality assurance.

R.N. Medicaid Program Analyst I.  
Establishes policy, issues prior approvals and monitors compliance for Durable Medical Equipment and Orthotics & Prosthetics services.

Support: Administrative Clerk. Prepares prior authorizations for review by the Program Analysts. Accesses information from computer terminals and researches microfiche/film to provide information as needed by Program Analysts or other Department staff. Responds both verbally and/or in writing to a large volume of provider inquiries regarding problems with program policies, billing procedures, claims and reimbursement.

TRANSMITTAL 91-32  
APPROVED 11-20-91  
EFFECTIVE 11-1-91  
SUPERSEDES 91-28

2 Senior Secretaries. Prepares memoranda, types correspondence, reports, forms, narratives and performs other related office tasks. Organizes and coordinates the clerical operation of the unit.

#### WAIVERED SERVICES SECTION

R.N.

Medicaid Program Analyst III. Establishes policy and monitors compliance of the Model Waiver Program. Also, supervises the Utilization Review staff who have responsibility for performing on-site reviews for all programs in the Waivered Services Unit.

R.N. (UR)

5 Medicaid Program Analysts II. Utilizing professional judgement and appropriate criteria, conducts on-site utilization reviews for Model Waiver and Community Care Services Programs to determine compliance with state and federal regulations, medical necessity and quality of client services.

Support:

Senior Secretary. Prepares memoranda, types correspondence, reports, forms, narratives and performs other related office tasks. Organizes and coordinates the clerical operation of the unit.

#### DIVISION OF PROGRAM COMPLIANCE

##### UTILIZATION REVIEW SECTION

R.N.

Medicaid Policy Coordinator. Oversees all utilization review programs; serves as departmental liaison and expert on UR protocols for physicians and hospitals.

R.N.

Medicaid Program Analyst III. Supports technical development and enhancements on issues involving medical necessity and quality of care.

TRANSMITTAL 91-28  
APPROVED 10-3-91  
EFFECTIVE 7-1-91  
SUPERSEDES (NEW)

R.N. Medicaid Program Analysts II.  
Reviews complex hospital and physician  
billing, reviews medical records  
documentation and assesses medical  
necessity and quality of care  
of services provided in all Medicaid  
program areas.

Support: Principal Secretary  
Senior Secretary  
Administrative Clerk

DIVISION OF INSTITUTIONAL POLICY AND REIMBURSEMENT

HOSPITAL POLICY SECTION

R.N. Medicaid Program Analyst III.  
Establishes policy, monitors compliance,  
provides liaison for hospital  
services.

R.N. Medicaid Program Analysts II.  
Responsible for hospital utilization  
review.

Support: Senior Secretary

NURSING FACILITY POLICY SECTION

R.N. Medicaid Program Analyst III.  
Establishes policy, monitors compliance,  
provides liaison for nursing facility  
services.

R.N. Medicaid Program Analyst II.  
Responsible for nursing facility  
quality assurance and standards.

Support: Senior Secretary

SWING-BED, HOSPICE POLICY SECTION

R.N. Medicaid Program Analyst III.  
Establishes policy for hospice  
and swing-bed programs. Responsible  
for precertification program and  
out-of-state services.

Support: Administrative Clerk

TRANSMITTAL 91-32 dpt  
APPROVED 11-20-91 3/29/00  
EFFECTIVE 11-1-91  
SUPERSEDES 91-28

HEALTH CENTERS AND CLINICS

R.M.T.

Medicaid Program Analyst III.  
Establishes policy and determines  
rates for independent labs, rural  
health clinics, community health  
centers, dialysis centers and  
ambulatory surgical centers.  
Also, resolves provider and claims  
payment problems.

Support:

Senior Secretary

TRANSMITTAL 91-32  
APPROVED 11-20-91  
EFFECTIVE 11-1-91  
Supersedes New